



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 9/26/18	<u>Interviewer:</u> CM/SGS	RFA #18-71
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> staff [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> HR investigation		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input checked="" type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | <input checked="" type="checkbox"/> Retaliation | | |

Time Line		
Date	Item	Comments
9/26/18	[REDACTED] calls EOO	[REDACTED] has been on administrative leave related to domestic violence since 3/30/18 and feels that her department may be retaliating against her for taking this leave. [REDACTED] is a [REDACTED] in the [REDACTED].
9/28/18	CM t/c with [REDACTED]	CM phone conversation with [REDACTED]. [REDACTED] explained she has been on administrative leave since March 30 th , 2018. [REDACTED] indicated that she is contacting EO on the suggestion of her union rep. [REDACTED] indicated that she was the victim of domestic violence incidents involving an ex-partner during the fall of 2017. [REDACTED] said her ex-partner kidnapped her child. As a result of these events, [REDACTED] took three weeks of domestic violence leave during the fall of 2017, working with Julie Moon. During that time [REDACTED] said she was not on campus and at some point, her office held a safety meeting with UP regarding a protocol of what to do if her ex-partner came to campus. [REDACTED] indicated in December 2017, she had a conversation with her supervisor about use of a laptop. [REDACTED] said she was placed on

		Administrative leave on March 30 th , 2018, but was not given a clear reason as to why she was being investigated. ██████ indicated she was interviewed on September 17 th , 2018, and all of the questions covered the time of 2017 and 2018 when she was experiencing the domestic violence and when her son was kidnapped. ██████ said she got the impression that the investigation was into de minimis use of government resources. ██████ said that after talking with her union rep, she was encouraged to call EO as she believed the investigation may be a response to the issues surrounding her ex-partner and her colleagues/the university's fear that he may return to campus if she is present. ██████ said her practice regarding the laptop has not changed over the 12 years she has been with Western and that she had never had any progressive discipline for the things she is being accused of, and all of her evaluations have been good.
10/1-10/5	CM out of the Office on Leave	
10/11/18	CM check in with SGS	CM checked in with SGS re: this situation. SGS asked CM if ██████ had indicated what action she wanted from EO (informal or formal resolution). CM indicated the conversation with ██████ was primarily relating to gathering information, and would follow up with ██████ to find out if she was seeking further action from the EO office. SGS told CM that the EO office could be a resource to ██████, for a period of time, following any potential action by the university.
10/11/18	CM phone call to ██████	CM checked in with ██████. Told ██████ that she had talked with Sue about her circumstance. CM asked ██████ if she was seeking any action on the part of EO at this time. ██████ indicated she was advised to reach out to EO by her union rep- but indicated that no disciplinary action (either formal or informal) had occurred, but that she was still on administrative leave. ██████ indicated she was not asking for any action from the EO Office at this time, but may initiate contact in the future after consulting with her union rep.